

United States Department of Agriculture



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MINNESOTA BULLETIN NO. 250-5-1

SUBJECT: FNM - MEETINGS, CONFERENCE, ETC. - MASWCD ANNUAL CONVENTION

ACTION DUE BY: November 15, 2004

Purpose. To provide authorization information for attendance at the MASWCD Annual Convention.

Expiration Date. September 30, 2005.

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) will be holding their Annual Convention and Trade Show at the Duluth Entertainment Convention Center in Duluth, Minnesota on December 5-7, 2004. The theme for the meeting this year is "Lakes, Land, Leadership – Conservation on a Changing Landscape". The following employees are authorized to attend:

- State Conservationist, all Assistant State Conservationists and Public Affairs Specialists - on government time and government expense.
- District Conservationists accompanied by three or more District Supervisors pending ASTC (FO) approval - on government time and government expense except those within reasonable commuting distance.
- District Conservationists accompanied by two District Supervisors pending ASTC (FO) approval on government time and employee's expense.
- District Conservationists who have not previously attended an annual meeting, when it is documented as necessary training on the Employee Development Plan - on government time and government expense. The District Conservationist must be accompanied by at least one District Supervisor.

District Conservationists should provide their Assistant State Conservationist (FO) by November 15 a listing of names from the last three categories who are requesting participation so travel authorizations may be prepared at the Area level. All of the convention information is available on the MASWCD web site at www.maswcd.org under the Annual Convention Link

WILLIAM HUNT
State Conservationist

DIST: AO